

## 应聘者个人信息告知和同意函

## CANDIDATE PRIVACY NOTICE AND CONSENT LETTER

### 1. 简介

本应聘者个人信息告知和同意函（“告知函”或“本函”）旨在告知您 **Zoom**（在本函中，“Zoom”或“我们”系指本函末尾所列的作为个人信息共同处理者的 Zoom 在中国大陆的特定实体）将如何处理您的个人信息。个人信息的处理包括个人信息的收集、存储、使用、传输、共享、披露和删除。本函还适用于与您有私人关系且其个人信息（例如紧急联系人、家属的姓名等）已由您向我们提供的第三方（例如您的家庭成员）。请确保您就向我们提供其个人信息一事已征得第三方的同意。

本告知函可能会不时更新，以反映我们处理个人信息的变化。我们将给您发送邮件或短信或通过我们认为适当的其他方式通知您任何重大的变更，并在必要时再次征得您的同意。如果您应聘成功，您将收到另一份单独的隐私通知，以向您说明我们如何处理员工的个人信息。

请注意，公司有权基于其他法定事由处理您的个人信息而无需征得您的同意，包括但不限于订立合同，履行法定义务，或法律、法规规定的其他情形。在任何情况下，出具本函不应被视为公司对前述权利的放弃。

您向公司提供您的个人信息系完全自愿，即使您选择不提供，您也不会因此受到不利的对待。但是，如果您不向我们提供您的个人信息，本函所述的某些处理目的可能将无法实现，例如作出是

### 1. Introduction

This Candidate Privacy Notice and Consent Letter for Processing Personal Information (“Privacy Notice” or “Notice”) is intended to advise you of the practices of **Zoom** (in this Notice, the term of “Zoom” or “We” collectively refers to Zoom’ entities in mainland China that are listed in the end of this Notice as the joint processors) with respect to its processing of your personal information in connection with your job application. The processing of personal information includes the collection, storage, use, transmission, sharing, public disclosure, and deletion of personal information. It also applies to third parties personally related to you (e.g. your family members) whose personal information you provide to us, e.g. emergency contacts, names of dependents, etc. Please ensure that you obtain consent from any such third parties whose personal information you provide to us.

This Privacy Notice may be updated from time to time to reflect changes in our personal information practices and we will notify you of any significant changes by sending you an email or SMS message or by other means as we deem fit and obtain your consent again where necessary. If your job application is successful, you will receive a separate privacy notice from us explaining how we process the personal information of our employees.

Please be advised that Zoom has the right to process your personal information based on alternative legal bases without your consent, which includes without limitation concluding a contract, fulfilling a legal obligation, or other circumstances as provided by laws and administrative regulations. Under no circumstance, should the issuance of this Notice be construed as a waiver of Zoom’s foregoing right.

Your decision to provide Zoom with your personal information is voluntary, and no disadvantageous treatment shall be imposed even if you choose not to. However, if you do not provide us with your personal information, we may not be able to achieve some of the processing purposes outlined in this Notice, such as make decisions about

否聘用您的决定，与您沟通招聘流程等。

## 2. 我们将处理哪些个人信息

我们可能会处理以下列出的您的某些类型的个人信息。以下列出的个人信息类型并未穷尽所有，且可能会根据公司的招聘需要而作出调整。

- (1) 个人身份信息，可能包括姓名、邮箱、电话号码、地址、使用语言、性别、出生日期、**身份证号码**、国籍、**护照信息**、最近亲属、紧急联络人信息、照片、您所在的国家，以及签名；
- (2) 就业背景、教育经历、学历和专业资格、语言和其他相关技能、证书、证书有效期、有关您专业兴趣和偏好的数据信息；
- (3) 您的应聘考试成绩；
- (4) 面试录音、文字记录和 AI 生成的面试摘要；
- (5) 在面试和招聘过程的其他阶段，代表公司的人员对您的记录、反馈和分析（包括我们的员工、招聘代理机构和顾问的分析）；
- (6) 在您许可的情况下，从您指示的推荐人处获得的有关您的推荐信息及其他信息；
- (7) 任何与您的技能和您申请职位适配性相关的信息，例如您在 LinkedIn.com 上的个人资料（在 LinkedIn.com 隐私设置允许的范围内）。

以加粗字体突出显示的信息类型属于敏感个人信息。我们可能依据本函第 4 条所述的目处理该等敏感个人信息。如您拒绝或要求限制处理您的某些特定个人信息（包括敏感个人信息）的，可能

whether to hire you, communicate with you about the recruitment process, etc.

## 2. Personal Information We Will Process

We may process certain types of your personal information as listed below. The types of information listed below are not exhaustive and may change depending on our recruitment needs.

- (1) identification details, which may include name, email, phone numbers, address, language(s) spoken, gender, date of birth, **national identification number**, citizenship, **passport data**, next of kin, emergency contact information, photograph, country from which you interact with us, and signature;
- (2) employment background, education history, academic and professional qualifications, language and other relevant skills, certification, certification expiration dates, data on your professional interests and preferences;
- (3) results of your test assignments;
- (4) interview recordings, transcripts, and AI-generated interview summaries;
- (5) notes, feedback, and analysis about you from those taking part on our behalf in the interviews with you and other stages of your recruitment process (including analysis by our employees, recruitment agents and consultants);
- (6) references and other information obtained about you from persons you indicate as your referees, subject to your permission;
- (7) any information relevant to your skills and suitability for the role you applied for, such as your profile on LinkedIn.com (to the extent allowed by your LinkedIn.com privacy settings).

Those types of information highlighted in the bold type belong to sensitive personal information. We may process the sensitive personal information for the purposes set forth in Section 4 of this Privacy Notice. Your objection or restriction on processing your certain personal information (including sensitive personal information) may cause us unable to process your job application or evaluate your suitability for a particular role, and accordingly cause impacts on your personal rights and interests.

导致我们无法处理您的应聘申请或评估您是否适合某一特定职位，从而对您的个人权益造成影响。

### 3. 我们如何收集您的个人信息

我们可能通过多种方式收集您的个人信息，包括：

- (1) 直接向您收集；
- (2) 从公共领域收集；
- (3) 通过 Zoom 的官方网站、公众号或 IT 基础设施收集；及
- (4) 从第三方收集，包括公司的关联公司和其他第三方，如招聘机构、背景调查机构等。

### 4. 我们为什么及如何处理您的个人信息

- (1) 评估您的技能、资格和您所申请职位的适配性，以及未来可能提供的任何其他职位（如您同意）；
- (2) 决定是否录用您并与您签订劳动合同，以及该合同的条款；
- (3) 与您沟通招聘流程；
- (4) 保存与招聘过程相关的记录；
- (5) 处理您的应聘申请并完成招聘流程（包括但不限于进行背景调查）；
- (6) 提出法律主张、或者对法律主张进行抗辩；以及
- (7) 其他与您的应聘申请相关的必要目的。

### 5. 我们在招聘中使用 AI 的方法

Zoom 可能会使用人工智能 (AI) 工具，包括第三方供应商提供的工具，来协助和优化我们的招聘流程。这些工具用于：

### 3. How We Collect Your Information

We may collect your personal information in a variety of ways including:

- (1) directly from you;
- (2) from public domain;
- (3) through Zoom's official website, official accounts or other IT infrastructure; and
- (4) from third parties including Zoom's affiliates and other third parties such as recruitment agencies, background check agencies, etc.

### 4. Why and How We Process Your Information

- (1) to assess your skills, qualifications, and suitability for the role you have applied for, and, if you consent, any other roles that may be available in the future;
- (2) to make decisions about recruitment and whether to enter into a contract of employment with you, and about the terms of that contract;
- (3) to communicate with you about the recruitment process;
- (4) to keep records related to our recruitment process;
- (5) to process your application and organize the recruitment process (including but not limited to conducting background check);
- (6) to establish, exercise or defend legal claims; and
- (7) to fulfil other necessary purposes in relation to your job application.

### 5. Our Approach to the Use of AI for Recruitment

Zoom may use artificial intelligence (AI) tools, including those provided by third-party vendors, to assist and optimize our recruitment process. These tools are used for: Interview Optimization: Generating transcriptions and summaries from interview recordings and transcripts to

优化面试：从面试录音和文字记录中生成转录和摘要，为我们的招聘团队提供见解和概略的综合信息。

综合适配性：综合候选人信息并将其与特定职位描述进行比较，以评估候选人的技能和经验与 Zoom 要求的匹配程度。

人工监督与非自动化决策：虽然 AI 协助综合数据，但它不会对候选人进行排名或就最适合该职位的人选提出建议。最终的招聘决定完全由具有适当监督权的人员做出。Zoom 不使用 AI 来取代招聘过程中的人工决策。

使用第三方拥有的 AI 工具：我们可能会使用第三方供应商提供的 AI 工具来协助实现上述目的。我们在选择供应商时会进行尽职调查：并要求他们提供各种保证：包括对适用 AI 工具进行偏见审计、性能测试和风险评估。

## 6. 信息安全

基于所持有的您的个人信息的性质和所采用的存储方式，Zoom 将按照适用法律要求制定安全流程并据此进行相关操作。此外，Zoom 将采取合理措施防止您的个人信息遭受未经授权的访问、破坏、使用、修改或披露。

有权获得、使用或以其他方式处理您的个人信息的人员范围，一般仅限于为实现本函所述之目的而有必要获得该等信息的 Zoom 内部人员，可能包括您所应聘的职位的经理，人力资源、信息技术、合规、法务、财务和会计及内部审计等部门的工作人员。

## 7. 信息共享和跨境传输

由于 Zoom 系一家业务遍布全球的跨国公司，您的个人信息可能会被存储在中

provide insights and high-level synthesis to our recruitment team.

Suitability Synthesis: Synthesizing candidate information and comparing it against specific job descriptions to evaluate how closely a candidate's skills and experience match Zoom's requirements.

Human Oversight & Non-Automated Decisions: While AI assists in synthesizing data, it does not rank candidates or make recommendations on the most suited individual for a role. Final hiring decisions are made exclusively by human personnel with appropriate oversight. Zoom does not use AI to replace human decision-making in the hiring process.

Use of Third-Party Owned AI Tools: We may use AI tools provided by third-party vendors to assist with the purposes listed above. We exercise diligence in selecting our vendors and require various assurances from them including bias audits, performance testing, and risk assessments of applicable AI tools.

## 6. Information Security

Zoom implements and maintains security procedures and practices as required by the applicable laws, and based on the nature of your personal information in its possession and the manner in which the information is stored. Further, reasonable measures are taken to protect your personal information from unauthorized access, destruction, use, modification, or disclosure.

Access to, use of and other processing of your personal information by Zoom generally will be limited to individuals who have a need to know the information for the purposes described in this Privacy Notice, which may include the managers of the position that you apply for, as well as personnel in HR, IT, Compliance, Legal, Finance and Accounting and Internal Audit.

## 7. Information Sharing and Cross-Border Transfer

Due to the global nature of Zoom operations, your personal information may be stored outside mainland China (including but not limited to the United States, Singapore,

国大陆境外（包括但不限于在美国、新加坡及马来西亚），我们可能与 Zoom 以内的和 Zoom 以外的其他实体（合称“第三方”）包括中国大陆境外的第三方共享您的个人信息，以实现本告知函所述之目的。这可能包括将您的个人信息提供给第三方处理，委托第三方处理您的个人信息以及与第三方共同处理您的个人信息。我们可能依据《个人信息出境标准合同办法》的规定与境外接收方签订标准合同将您的个人信息传输至境外，相关标准合同将约定您为该合同的第三方受益人。

我们可能不时地与位于境内或境外的其他实体分享您的个人信息，例如会计师、审计师、律师及其他外部专业顾问，以及服务提供商（例如薪酬服务供应商，提供保险、人力资源服务、IT 系统以及其他服务的供应商，以及其他受聘协助 Zoom 开展业务活动的第三方）。

我们也可能向服务提供商以外的第三方披露您的个人信息：（A）如法律、法规或法律程序（例如法院命令或传票）要求我们这样做；（B）应政府机构的要求；或（C）当我们认为为防止人身伤害或财产损失，或为调查可疑或实际的非法活动而披露个人信息是必要的或适当的。

第三方有义务（A）采取合理措施保护您个人信息的保密性和安全性；及（B）仅为实现本告知函所述的目的而处理您的个人信息。

关于位于中国大陆境内和境外的可能从 Zoom 接收您个人信息的第三方的非穷尽清单，请联系 [China-TA@zoom.us](mailto:China-TA@zoom.us) 获取。

and Malaysia), and we may share your personal information with other entities within and outside of Zoom (collectively “Third Parties”) including to Third Parties located outside of mainland China to fulfill the purposes described in this Privacy Notice. This may include providing the Third Parties with your personal information for processing, entrusting the Third Parties to process your personal information as well as processing your personal information together with the Third Parties. We may enter into a standard contract with an overseas recipient to transfer your personal information outside mainland China in accordance with the Standard Contract Measures for Cross-Border Transfer of Personal Information, and you will be defined as the third-party beneficiary of such standard contract.

From time to time, we may make personal information available to other entities, such as accountants, auditors, lawyers and other outside professional advisors; and service providers (such as providers of payroll, insurance, human resources services, IT systems and support, and other third parties engaged to assist Zoom in carrying out business activities) located within and outside mainland China.

We may also disclose personal information to third parties other than service providers: (A) if we are required to do so by laws, regulations or legal process (such as a court order or subpoena); (B) in response to requests by government agencies; or (C) when we believe disclosure is necessary or appropriate to prevent physical harm or financial loss or in connection with an investigation of suspected or actual illegal activity.

Third Parties are obliged to (A) use reasonable measures to protect the confidentiality and security of your personal information; and (B) process your personal information only for achieving the purposes as provided under the Notice.

Please ask [China-TA@zoom.us](mailto:China-TA@zoom.us) for the non-exhaustive lists of the Third Parties located within and outside mainland China with whom Zoom may share your personal information.

## 8. 您的权利

根据适用法律和公司的规定及程序，对于我们处理您的个人信息事宜，您有权享有下列权利。但请注意，根据法律和行政法规的相关规定，对于某些特定类型的个人信息或某些特定的处理活动，您可能无法行使下列权利。

- (1) 访问权：您有权访问 Zoom 收集的您的个人信息；
- (2) 更正权：如果任何信息不正确、不准确或不完整，您有权更正 Zoom 收集的个人信息；
- (3) 复制权：您有权索取 Zoom 收集的您的个人信息的副本；
- (4) 可携带权：在符合国家网信部门规定的条件的情形下，您有权请求将 Zoom 收集的您的个人信息移交给您指定的其他机构；
- (5) 拒绝和限制权：您有权拒绝或限制某些类型的处理活动或对 Zoom 收集的您的某些类型的个人信息进行处理；
- (6) 删除权：您有权请求删除 Zoom 收集的您的个人信息。为免疑义，即使您提出删除请求，该等请求在以下任何情况下也可能被拒绝：（A）公司具有处理个人信息的其他法律依据；（B）保存期限尚未届满；（C）从技术角度无法实现或难以实现（在此情况下，Zoom 将停止除存储和采取必要的安全保护措施之外的处理活动）；

## 8. Your Rights

Subject to applicable laws and Zoom's rules and procedures, you may have certain rights with respect to our processing of your personal information as listed in the below. Please note, however, that certain personal information or certain processing of your personal information may be exempt from these rights pursuant to applicable laws and administrative regulations.

- (1) right to access: you have the right to access your personal information collected by Zoom;
- (2) right to correct: you have the right to correct personal information collected by Zoom if any information is incorrect, inaccurate, or incomplete;
- (3) right to copy: you have the right to request a copy of your personal information collected by Zoom;
- (4) right to data portability: you have the right to have your personal information collected by Zoom be transferred to another organization designated by you, provided that such request satisfies the conditions required by the cyberspace administration agencies of China;
- (5) right to objection and restriction: you have the right to object to or restrict certain types of the processing activities or the processing of certain types of your personal information collected by Zoom;
- (6) right to delete: you have the right to have your personal information collected by Zoom to be deleted. To avoid any doubt, even if you decide to have the information to be deleted, such request may be denied in any of the following circumstances: (A) Zoom has alternative legal bases provided by law; (B) the retention period does not expires yet; (C) it is impossible or unpractical to accomplish from the technical perspective (in that case, Zoom will cease all process activities except for the storage and the necessary security measures);
- (7) right to withdraw: you have the right to withdraw any consent that you have given to Zoom in connection with the processing of your personal information. To

(7) 撤回权：您有权撤回您就处理您的个人信息向公司做出的任何同意。为免疑义，即使您撤回同意，在公司具有处理个人信息的其他法律依据（例如履行法定义务）的情况下，公司仍可以处理您的个人信息；

(8) 释明权：您有权要求 Zoom 对其处理您的个人信息的规则（包括本函的内容）进行解释说明。

Zoom 将采取合理的努力验证所收集的您的个人信息的准确性，并将尽合理努力确保留存完整、准确和正确的信息。在正常情况下，您的请求将在您的身份得到验证后 30 个日历日内得到处理和回复。原则上，我们不会对您的合理请求收费。但根据适用法律法规，我们有权对超出合理限度的重复请求收取直接相关及必要的费用。我们可以拒绝无端重复，需要过多的技术手段的，对他人的合法权利构成风险的，或者非常不切实际的请求。

## 9. 保存期限

Zoom 将在为实现本函所述目的所必要的期限内保存所收集的您的个人信息。此外，Zoom 可能会保存您的个人信息，以遵守法律或监管义务、回应政府的合法要求或解决任何争议或投诉。

在保存期限届满后，我们将删除 Zoom 收集的您的个人信息，或根据法律要求对其进行匿名化处理。

## 10. 联系我们

如您希望行使任何您适用的权利（包括如您希望针对个人信息处理第三方行使适用于您的任何权利），或就 Zoom 对

avoid any doubt, even if you withdraw your consent, Zoom may still process your personal information if it has alternative legal bases provided by law, such as fulfilling a legal obligation;

(8) right to explanation: you have the right to request Zoom to explain its rules about the processing of your personal information including content contained herein.

Zoom will exercise reasonable diligence to validate the accuracy of your personal information collected and will also make reasonable efforts to ensure complete, accurate, and correct information is retained. Under normal circumstance, your request will be processed and responded within 30 calendar days after your identity has been verified. In principle, we will not charge for your reasonable requests; but, in accordance with applicable laws, we have the right to charge directly related and necessary fees for repeated requests that exceed reasonable limits. We may reject requests that are unwarrantedly repetitive, require excessive technical means, pose a risk to the legal rights of others, or are highly impractical.

## 9. Retention Period

Zoom will retain your personal information collected by it for the time necessary to accomplish the purposes outlined in this Privacy Notice. In addition, Zoom may retain your personal information to comply with legal or regulatory obligations, respond to legitimate government requests, or resolve any disputes or complaints.

Following the completion of the retention period, we will delete your personal information collected by Zoom or have it anonymized as required by law.

## 10. Contacting Us

If you would like to exercise any of the rights that apply to you (including if you would like to exercise any of the rights that apply to you towards any Third Parties), or ask a question, or raise a complaint regarding the processing of

您的个人信息处理提出问题或进行投诉，请通过以下方式联系我们，China-TA@zoom.us 。

your personal information by Zoom, please contact China-TA@zoom.us .

*经授权并代表：*

*Authorized by and on behalf of:*

软视（上海）软件有限公司  
软视视频软件（杭州）有限公司  
软视软件（苏州）有限公司  
软视软件（合肥）有限公司  
数沐软件（杭州）有限公司  
数沐软件（武汉）有限公司

Zoom Video Communications (Shanghai) Co., Ltd.  
Zoom Video Communications (Hangzhou) Co., Ltd.  
Zoom Video Communications (Suzhou) Co., Ltd.  
Zoom Video Communications (Hefei) Co., Ltd.  
Zoom Software (Hangzhou) Co., Ltd.  
Zoom Software (Wuhan) Co., Ltd.

我同意《告知函》所述的对本人个人信息的处理活动，包括：

- Zoom 为实现告知函中列出的处理目的，处理个人信息告知函中列出的本人的个人信息；
- Zoom 为实现告知函中列出的处理目的，处理个人信息告知函中列出的本人的敏感个人信息；
- Zoom 为实现告知函中列出的处理目的，向公司认为有必要的境内实体，提供告知函中列出的本人的个人信息（包括敏感个人信息）；
- Zoom 为实现告知函中列出的处理目的，向公司认为有必要的境外接收方，传输告知函中列出的本人的个人信息（包括敏感个人信息）及
- Zoom 为实现告知函中列出的处理目的，委托中列出的 Zoom 之外的第三方（包括但不限于提供背景调查服务供应商）收集、处理并向 Zoom 提供本人的个人信息（包括敏感个人信息）。请联系 [China-TA@zoom.us](mailto:China-TA@zoom.us) 以获取第三方清单。

**I agree to the processing of my personal information as set forth in the Privacy Notice, including:**

- Zoom to process my personal information listed in the Privacy Notice for achieving the processing purposes outlined therein;
- Zoom to process my sensitive personal information listed in the Privacy Notice for achieving the processing purposes outlined therein;
- Zoom to provide my personal information listed in the Privacy Notice (including sensitive personal information) to those entities within mainland China as Zoom may deem necessary for achieving the processing purposes stated therein;
- Zoom to transfer my personal information listed in the Privacy Notice (including sensitive personal information) outside mainland China to those recipients as Zoom may deem necessary for achieving the processing purposes stated therein; and
- Zoom to engage Third Parties outside Zoom (including but not limited to vendors for background check services) to collect, process and provide my personal information (including sensitive personal information) to Zoom for achieving the processing purposes outlined therein. A list of Third Parties is available upon request to [China-TA@zoom.us](mailto:China-TA@zoom.us).